

City of Fort Worth, Texas Job Description

Classification Title	Neighborhood Development Coordinator		
Job Code:	PR1950	Job Family:	Professional
Pay Grade	611	Date Reviewed:	06/17/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supports and administers economic and community development projects, City programs and public services, special purpose districts and local government corporations that are funded by federal, state and local sources.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides contract development and administration. Negotiates terms of construction/redevelopment contracts; conducts financial feasibility analysis; verifies eligibility per federal and local requirements; coordinates approval process through boards and City Council; sets up project budget; manages compliance activities; supplies information for project close paperwork; and responds to audits.
3. Manages all aspects of Procurement related to assigned projects; and monitors and provides oversight for project partners and contractors.
4. Prepares and delivers presentations on assigned projects or in support of projects managed by senior staff; and provides presentations to neighborhood organizations or other public interest groups.
5. Coordinates board meetings; prepares presentations and supporting documents; prepares resolutions; develops and administers budget; and identifies opportunities to apply district resources in support of new or potential projects.
6. Manages and administers City led and publicly funded real estate development initiatives.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal, state and local regulations applicable to economic development and housing projects.
 - Steps involved in City's Planning and Development approval process.
 - Available economic and community development resources and common strategies.
 - Public sector budgeting, pro forma analysis, analysis of financial statements and deal structuring.
 - City's procurement processes and legal requirements.
 - Principles and practices of supervision, training and evaluation.
 - Microsoft office programs.
- **Skill in:**
 - Developing, maintaining and communicating subject matter expertise.
 - Organization and time management.
 - Negotiation.
 - Analyzing GIS.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Ability to interpret applicable federal, state and local regulations.
 - Identify and utilize executive level relationships to meet departmental objectives.
 - Edit legal documents relating to projects.
 - Set goals and communicate expectations.
 - Delegate tasks and responsibilities.
 - Monitor project progress.
 - Create maps using GIS or other mapping software.
 - Ensure adherence to project deadlines and coordinate internal and external resources in support of successful project timeline.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, business administration, or real estate finance and four years of professional experience in local government, economic development or commercial real estate; including two year of experience in public infrastructure project procurement, contract management and project or workflow management.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.